



CITY OF MARTINDALE

409 Main Street,
Martindale, TX 78655

Job Description: Planning & Zoning Paid Internship

Position: Planning & Zoning Intern

Department: Building, Planning, and Development

Reports to: City Administrator

FLSA Designation: Non-Exempt

Job Class: Administrative

Last Update: 1/23/2023

Applications Due: 4/9/2023

Start your career in local government here! We need an energetic and motivated Planning & Zoning Intern willing to work hard and have fun while assisting in the implementation of the city's land use regulations. The Planning & Zoning Intern must be able to work with general administrative direction and is expected to learn and interpret city's building, planning, and development policies and procedures; analyze problems and identify alternative solutions; process land use-related applications for buildings and zoning.

About the City of Martindale:

The City of Martindale is a charming, small city in Central Texas with a unique character. Located in the Austin Metropolitan Region, Martindale provides an oasis from the hustle-and-bustle of the I-35 corridor. People are drawn to Martindale because of its serene agricultural and natural environment and its proximity to regional amenities. Martindale is also regional destination for visitors seeking to enjoy the San Marcos River. Martindale is located about 5 miles southeast of San Marcos along SH 80, and about 10 miles southwest of Lockhart along SH 142.

General Function and Purpose:

As the Planning & Zoning Intern, you will work under the general direction of the City Administrator and the Assistant City Administrator for the performance of the city's municipal planning and zoning functions, including processing building and zoning permits, reviewing land use proposals for completeness, possibly participating in negotiations with developers, and working closely with the City Engineer and the Planning & Zoning Commission. The Planning & Zoning Intern will also be afforded the opportunity to participate in Planning & Zoning Commission and City Council meetings.



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Duties:

- Maintains accurate and complete records of all Building, Planning, and Development activities and of records relating to applications, maps, blueprints, overlay, and sketches pertinent to department programs and projects
- Maintains the official records for the Planning & Zoning Commission and the Board of Adjustment
- Intakes and evaluates building and zoning applications for completeness based on conformity to established forms and ordinances and coordinates city staff review for the following:
 - o Building permits;
 - o Zoning variance requests;
 - o Zoning Specific use permits;
 - o Rezoning requests; and
 - o Zoning Special exceptions
 - o Subdivision Applications
 - o Certificates of Appropriateness for Historical Preservation and Scenic Corridor
- Provides limited planning and land use advice to the City Administrator, Assistant City Administrator, the Planning and Zoning Commission, and other officials
- Coordinates activities on behalf the Planning and Zoning Commission and attends City Council, and other boards and committee meetings as directed
- Follows established work procedures, prepares project review schedules, and recommends updates to existing workflows to improve efficiency and effectiveness of planning and zoning operations

Qualifications:

Knowledge of:

- Municipal and urban planning techniques
- Basic office administration practices

Skills to:

- Organize and manage many concurrent building, planning, and development projects and applications
- Communicate orally and in writing using common office software

Ability to:

- Exercise judgement and discretion regarding sensitive and confidential matters
- Develop and maintain positive community relations and public involvement
- Build networks and relationships with diverse individuals and groups



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Other Minimum Requirements:

- *Education / Experience:* Twelve (12) credits of undergraduate or nine (9) credits graduate course work completed at a regionally accredited college in Public Administration, Urban Planning, Geography, Construction Management, Civil Engineering, Architecture, or a closely related field. Six (6) months experience of municipal planning, zoning, geographic information systems, building construction, or land development may be considered in lieu of the education requirement.

Job Hours:

Part-time, no more than 16 hours per week. Typical work week includes two 8-hour shifts per week during regular business hours scheduled between Monday and Friday.

Compensation:

\$15.00 per hour, without additional benefits (non-negotiable).

Initial Internship Period:

Six (6) months, with potential for future extensions.

How to Apply:

Please complete an application by visiting [https://www.martindale.texas.gov/2215/Job-Announcements or through handshake](https://www.martindale.texas.gov/2215/Job-Announcements-or-through-handshake). Please include a resume and an unofficial copy of academic transcripts. For questions regarding this position or the applications, please feel free to reach out to the City Clerk / Assistant City Administrator, Adrian Flores, at 512-357-2639 or via email at aflores@martindale.texas.gov.